

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, July 20, 2009
City Hall
100 N. Jefferson Street, Room 608
Green Bay, WI 54301
3:00 p.m.

MEMBERS PRESENT: Darlene Hallet- Chair, Rich Aicher, Tom Diedrick.

MEMBERS EXCUSED: Paul Kendle, Michael Welch-Vice Chair.

OTHERS PRESENT: Nikki Aderholdt, Anne May Steffel, Rob Strong, Greg Geiser, Chip Law, Matt Roberts.

APPROVAL OF MINUTES:

1. Approval of the minutes from the June 15, 2009, meeting of the Brown County Housing Authority.

A motion was made by T. Diedrick, seconded by R. Aicher, to approve the minutes as presented. Motion carried.

COMMUNICATIONS:

None.

REPORTS:

2. Report on the Housing Choice Voucher Rental Assistance Program.

A. Preliminary Applications

G. Geiser stated that since the BCHA made the change in not allowing incomplete applications, preliminary applications have remained consistent around 130. For the month of June, ICS received 136 applications. ICS is still returning a lot of incomplete applications, as the necessary paperwork is not always attached.

B. Housing Assistance Payments

G. Geiser stated that the HAP dollars are slightly lower, but that is due to backfilling from previous months. The HAP payments are also slightly lower because ICS is currently in the middle of what is considered "move season."

C. Housing Assistance Unit Count

G. Geiser stated that the unit count is at 2,787, which is slightly lower but relatively steady compared to previous months.

D. Housing Quality Standard Inspection Compliance

M. Roberts stated that the figures are beginning to come back into the realm of where they should be. The overall pass percentages and re-evaluation percentages total 66.59 percent.

E. Housing Choice Voucher Administrative Costs and HUD 52681B

G. Law stated that he had highlighted the numbers being reported so that it is visually easier to follow. For the month of June, the BCHA was \$6,806.00 under-budget and a little over \$30,000.00 under-budget for the year.

F. SEMAP Monitoring Report

G. Geiser stated that if the BCHA were scored at this point, all points possible would be received.

G. Report of the Housing Choice Voucher Family Self-Sufficiency Program

G. Geiser stated that client count went from 103 to 104 for the month of June, of which, 38 have escrow accounts, two graduated, and two new contracts.

H. Report on the Housing Choice Voucher Home Ownership Option

G. Geiser stated that client count for June is at 94, which is down from 95 in May.

3. Report on Langan Investigations Criminal Background and Screening and Fraud Investigations.

G. Geiser stated that for June, eight investigations were opened, of which, one was closed as substantiated and seven remain open.

G. Geiser stated that 99 new applications were processed in June. 75 were approved, 6 were denied, and 18 were approved pending out of state records checks. G. Geiser stated that as requested in June's meeting, he followed up with the status of the applications that were approved pending out of state checks. G. Geiser indicated that none of last month's pending applications were denied. G. Geiser stated that he will be providing the status of these pending applications every month.

OLD BUSINESS:

None.

NEW BUSINESS:

4. Discussion and action on a recommendation from the Brown County Administration Committee "to direct the Housing Authority to set a goal of setting an average dollar amount to employ all 3,234 housing vouchers, and investigate a standard dual support payment system."

R. Strong stated that the Committee, instead of recommending that the BCHA return unused vouchers, recommended that the BCHA come up with a policy requiring the utilization of all vouchers. One of the committee members did the

nath during the meeting and stated that if the BCHA were to decrease the average payment by \$50.00, the BCHA would maintain enough money to fill all of the 3,234 vouchers.

R. Strong stated that after discussing this recommendation with ICS, it has been determined that there are some things the BCHA can do and some things they cannot do. Every year the payment standard is addressed, focusing primarily on de-concentration. The progress of de-concentration is significant; however, the Committee is concerned that the individuals that need help within Brown County are not being served. By lowering the payment standard, the Committee is hoping that these individuals will be helped. G. Geiser stated that the Committee's concern is that the BCHA is paying full rent for most participants. The average HAP, however, is around \$500.00.

R. Strong stated that he appreciated what the Committee was trying to accomplish; however, it does seem to be a short-term solution. As far as the recommendation, R. Strong stated that the BCHA should look at stabilizing the payment standard over time.

The Commissioners agreed that the BCHA should continue to move in the direction it's going to seek HUD approval of utilizing dual payment standards. The Commissioners also agreed on the recommendation made by R. Strong.

5. Discussion and action on a recommendation from the Brown County Administration Committee "to require that people on the waiting list contact the Housing Authority office each month in order to keep their application active."

R. Strong stated that this came about in a discussion on how to make sure the BCHA is serving the people of Brown County. One of the issues that has come up is the long waiting list for the Section 8 program. This recommendation would be a means to ensure that those on the waiting list are still active. R. Strong stated that the BCHA staff, along with the ICS staff, have been discussing several options, but at this point are still shuffling some ideas around.

R. Aicher questioned whether the BCHA could require that non-Brown County residents check in monthly after submitting an application and being put on the waiting list. R. Strong stated that many applicants are moving to the Brown County area, establishing their residency, and then upon finding out they're put on a waiting list, move back to wherever they came from.

R. Strong stated that no action is required to be taken today by the Authority. The BCHA and ICS will continue to sort through options that will best accommodate a solution, including requiring an applicant to stop in at the ICS office on a monthly basis, and bring those ideas back to the table for next month's meeting.

6. Discussion and action on a proposal to amend Chapter 8 of the Administrative Plan.

G. Geiser stated that the BCHA is actually not amending Chapter 8, but rather Chapter 9. M. Roberts is currently working on Chapter 8's amendments. R. Strong stated that because it's not on the agenda, the Commissioners will not be able to take action on Chapter 9's amendment.

G. Geiser stated that the amendment basically states that if the unit passes inspection on the first of the month, the effective date of the assistance wouldn't be until the following month due to subsequent paperwork. This item will be placed on the next BCHA meeting agenda.

7. Authorization for staff and Commissioners to attend the NAHRO 2009 National Conference entitled "Sustainable Solutions for Today and Tomorrow for Affordable Housing Communities" to be held October 4-6 in Washington D.C.

R. Strong stated that every year the BCHA budgets for two Commissioners to attend these NAHRO conferences along with two BCHA employees. R. Strong stated that he would like to attend the conference this year and would also recommend that the new Housing Director, Robyn Hallet, attend this conference as well.

A motion was made by T. Diedrick, seconded by R. Aicher, to authorize two Commissioners and two staff individuals to attend the NAHRO 2009 National Conference to be held October 4-6 in Washington D.C. Motion carried.

BILLS:

A motion was made by R. Aicher, seconded by T. Diedrick, to approve the bills, including the addendums, with the understanding that the \$196.00 T-Mobile charge will be held pending the status outcome. Motion carried.

FINANCIAL REPORT:

The financial report was received and placed on file.

STAFF REPORT:

R. Strong stated that Robyn Hallet will be beginning her position as Housing Authority Administrator on August 17, 2009. N. Aderholdt announced that this will be her final BCHA meeting. R. Strong stated that R. Hallet and N. Aderholdt met to discuss the responsibilities of the intern position. R. Hallet had an opportunity to interview a possible new intern.

C. Law stated that with R. Hallet's departure from ICS, her FSS position became available and has been applied for by G. Geiser. G. Geiser will still be a resource to turn to; however, the BCHA will be seeing less of him. D. Payne will be taking over the HCV

program and will continue to maintain the FSS program as well. C. Law stated that ICS is going to try and shift individuals around to cover the vacant position rather than reaching out and hiring someone new.

R. Strong stated that the City of Green Bay will be meeting with its sister city, located in Central Mexico, Thursday morning.

R. Aicher, on behalf of the Commissioners, thanked N. Aderholdt for her commitment to the BCHA for the last two and a half years, and wished her good luck in the future.

A motion was made by R. Aicher, seconded by T. Diedrick, to adjourn the meeting. Motion carried. The meeting was adjourned at 4:15 p.m.

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